Arranged Course Request Form

Obtain the signature of the instructor and department chair in that order. If you are arranging a graduate level course, you will need to obtain a signature from the Graduate Office. Courses not in the current catalog need to include a syllabus with a course description and information on how student grades will be determined. For 3000/5000 or 4000/5000 level courses include additional graduate components.

Part I (to be completed by the student)

Name: ___________________________  SSN or BSU ID: ___________________________
  Last  First  MI
Date: ___________________________  E-mail: ________________________________
  (Month/Day/Year)
I am a:  On-Campus Student  Center for Extended Learning/Distance Learning Student

*Part II (to be completed by instructor)

Course Subject: _______  Course Number: _______  Course Title: ______________________
Year: _______  Term: _____  (F = Fall, S= Spring, 1 = Summer)
Instructor Name: ___________________________  Instructor ID: ___________________
Credit Hours: _______  Proposed as: ☐ No Load  ☐ ___ cr  Regular Load  ☐ ___ cr  Overload
If this is for a teacher associate (TA) course, please list class you will be a TA for: ___________________
  Dept. / Crs. Number / Title

Part III (to be signed by designated persons)

Once required signatures are obtained, this form can be submitted to the Records Office, Deputy Hall 101, #12.
Instructor: ___________________________
Department Chair: ___________________________  Graduate Studies Office: ___________________________
(Required for Graduate Level Courses ONLY)
Dean/Supervisor: ___________________________

*Please note: The Records Office will register you for the course upon completion of the form. You are responsible for the financial obligation incurred from this registration. Please be aware of payment deadline to avoid your class(es) from being cancelled.

For Office Use ONLY
Course ID: ________________
InsT_unit_type: __________
0070 __________ ES70 ________